

**INSTRUCTION**Psychological ServicesA. Generally

Psychological evaluations must be conducted by a certified psychologist. In order to ensure the confidentiality and the legal rights of students and the school board, the following regulations are established.

B. Method of Referral

1. Any school staff member, parent, guardian, or agency representative who feels that a student may benefit from psychological intervention should direct their referral to the guidance personnel of the student's school.
2. All referrals will be screened at the school level by a designated committee (i.e., principal or assistant principal, guidance counselor, special education teacher, and/or individual(s) requesting intervention).
3. Screening is to be completed prior to forwarding the referral to the central office.
4. Verbal and written permission to evaluate must be secured, from the parent(s) and/or guardian(s).
5. The referral and permission authorization are to be sent together to the central office.
6. A verbal explanation should be given to the parent(s) or guardian(s) as to why their child requires such intervention (i.e., evaluation, consultation, etc.).
7. Referrals should be made for psycho-educational reasons. No referral should be accepted from any individual that is for other purposes.

C. Permission for Release of Psychological Information

1. The parent(s) or guardian(s) may be asked to sign a statement releasing relevant psychological information to a third party who has established a legitimate interest.
2. This authorization to release information shall be kept in the student's confidential folder.

D. Psychological Reports

1. A psychological report will be compiled on all students who receive complete psychological evaluations.
2. An interpretive interview should be conducted by the psychologist. This interview should include the student's parent(s) or guardian(s) and appropriate staff members.

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3. The psychological report will be filed in the student's confidential folder.

**INSTRUCTION**Psychological Services (continued)

4. All confidential folders will be maintained according to regulations set forth by the Management of Student Records.
5. Psychological reports will only be released to individual(s) or agencies who establish a legitimate educational interest.
6. No report is to be released to a third party without written permission of the parent(s) or guardian(s) of the student concerned unless a school system requests same.
7. Psychological or psychiatric reports received from an outside agency are not to be released.
8. Psychiatric, neurological, and medical reports will be maintained in the student's confidential folder.

Editor's Note

See also school board policy #6-55.

Approved by Division Superintendent: May 12, 1992